Participant Technical Competence Log

This log is intended as a monitoring tool for employment programs (operated by PHAs or partners) that rotate participants through various departments, teaching them a variety of skills. The first part of the log is simply a record of the departments in which the participant has worked, and how long s/he worked in each one. The second part is intended to track skill development. Supervisors/coaches should fill in the skills required for the position(s) and evaluate the participant's skill level. Skills can be technical, such as operating a specific type of equipment, or more general, such as working well with others.

DEPARTMENT	WEEKS	MANAGER SIGNATURE	PARTICIPANT SIGNATURE

Indicate the department and skills required in the chart below. Participants evaluate themselves in the "Participant" column. Managers then use the "manager" column to evaluate participants.

Exceeds requirements, **M**eets requirements, Does **N**ot meet requirements

Department and Skills		PARTICIPANT				MANAGER		
Department	Skills	E	M	N		E	M	N
1.								
2.								
3.								
4.								
5.								
6.								
7.								

8.										
9.										
10.										
11.										
12.										

Adapted from: http://www.human.cornell.edu/youthwork/ptools/notebook/blank.html.